

DD/S 65-2683

Equip + Supplies

24 June 1963

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Stenocord

1. In accordance with your request of 5 June 1963, Mr. Richard S. Thompson, Branch Manager, Stenocord of America, Inc., demonstrated the Stenocord dictating equipment to Messrs [redacted] of my Staff on 17 June 1963. Mr. Thompson was accompanied by Mr. Edward Warren, Southeast District Manager, Stenocord, and Vice President, the Lanier Company, Atlanta, Georgia.

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2. The Stenocord equipment is manufactured by the West German firm of Hugo Stinnes Industrie und Handel GMBH, Mülheim (Ruhr). Its United States outlet is Stenocord of America, Inc., 37-20 48th Avenue, Long Island City 1, New York.

3. Mr. Thompson stated that Stenocord developed and was the first to market a dictation machine using a broad magnetic belt as a recording medium. These belts, which cost 90 cents each, can be erased and used again up to 1,000 times. The belts are easily placed in and removed from recording position. A special plastic transparent folder which allows the typist to read special written instructions enclosed with the belt is used to transport the belt to the typist. Other features of the machine which were noted during the demonstration are:

a. The machine is small, ruggedly built, well designed for ease of operation, and is an attractive instrument.

b. All operations of the machine are controlled from the hand microphone.

c. The reproduced voice quality is very good, and the tone can be adjusted from treble to bass as desired.

d. Speed of playback volume and tone can be regulated by the typist.

e. Machine weighs only 9 pounds and is easily portable through the use of a carrying strap incorporated in the machine.

f. Method for scanning and back spacing for changing or correcting dictated message is very convenient.

g. Microphone is very sensitive and can be used to record conferences.

h. There are only four major working parts in the machine, and experience has proven that maintenance is very low.

4. A portable machine operated by nickel-cadmium rechargeable batteries and small enough to fit in a briefcase is available. This machine has all the features listed above for the desk-type machine.

5. The Stenocord equipment can be obtained for remote systems wherein one or more recorders can be wired into one transcribing machine.

6. The cost of a desk combination recorder-transcriber is \$283.02 as compared to \$400 or more for magnetic belt machines of other manufacturers.

7. It was the consensus of those who witnessed the demonstration that the Stenocord is an excellent low cost dictation instrument which should be considered when requests for purchase of dictating equipment are made.

8. A copy of this report is being furnished to the Procurement Division, Office of Logistics.



Chief
CIA Automatic Data Processing Staff

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cc: OL/PD

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